

***NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 31-106-01
JULY 13, 2004***

***Financial Management and Budget
Contracting***

CONTRACTING FOR NEPA TRAINING

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SUMMARY OF REVISIONS:

Signed _____
[Approving Authority name] Date
[Approving Authority title]

Subject: Contracting For NEPA Training

Date: Tue, 13 Jul 2004 11:39:04 -0400

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Attached is guidance on how to easily access the new NEPA Training Contracts. If there are available fourth quarter funds, they can be quickly obligated for a good purpose.

Let me know if you have any questions.

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1. The Contractors. Contracts were awarded to the following four firms: (1) Canter Associates, Inc., (2) Environmental Planning Strategies, Inc., (3) Mangi Environmental Group, Inc., and (4) The Shipley Group, Inc. These contractors will be available to NMFS for the next five years.

You should all have received copies of these contracts. Please make sure that any budget or procurement staff in your office that needs a copy has one. Each contract specifies the rates of the covered contractor for conducting both three and four day courses. Because we had expected to have more flexibility in designing courses, the Acquisition Management Division is currently in the process of the amending the contracts to add rates for both one and two-day courses. You will receive copies of these revised contracts.

You are free to use any contractor that you believe best fits your needs for a particular training event. NMFS' only obligation under the contract is to engage each contractor at least once during the first year of the contract. One training event has already been completed with Environmental Planning Strategies, Inc.

2. Acquisition Management Division Contact. Our point of contact for procuring a contractor is:

Janet Hannah
Contracts Specialist
Phone: (301) 713-0820, Extension 126
Fax: (301) 713-0808
E-mail: Janet.M.Hannah@noaa.gov
Address: Acquisition Management Division
OFA65
1305 East West Highway, Suite 7604
Silver Spring, MD 20910

3. Accessing A Contractor. All that your office need do is complete a Procurement Request. The contract number for the request is the number in block 2 of the cover page of each contract. This number is different for each contractor. If you use the same procurement request for more than one contractor, please specify in the description block how you want the funds allocated between the contractors. You can also attach a page for any additional instructions or clarifications. The Acquisition Management Branch prefers that you provide tentative dates for the requested training event(s). It is understood that these dates may change as schedules or workloads dictate. However, please avoid both short notice procurement requests and training date changes since Janet will need some time to officially engage the contractor.

The Procurement Request should be completed and executed by appropriate regional office staff and sent to NMFS' Office of Management and Budget. You should keep a copy for your files and send one to me for my records. Management and Budget will check the request to ensure funding availability and then forward it to Janet who will officially engage the contractor. She will provide the region with a copy of the completed delivery order with the contractor. The order will be sent to the person who signed the requisition unless a point of contact is otherwise specified on the requisition.

4. Paying The Contractor. After the completion of a training event, the contractor will send an invoice to Janet. She in turn will provide it to you for review and clearance. Based upon your clearance, I will also clear it and return it to her. We hope to do this on an E-mail basis. Janet will then work with the Contracts and Government Branch on the final payment steps.

5. Evaluating The Contractor. Coincident with your clearance of the invoice, I am requesting that you send me copies of the participants' evaluations of the training. Consequently, each training event should conclude with the participants completing an evaluation. Also, I am requesting that you provide me with a brief narrative evaluation of the contractor's performance. I will keep these on file and make them available to other regional NEPA Coordinators upon request.